

X	a. Is this the official copy of the series? If not, where is it?
X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 2 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

- e. This record series is maintained to provide continuity in administering the Georgia Scholar Program.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

- ☐ Calendar Year; ☐ Fiscal Year; ☒ Other *School Year then, (*August 1 - July 31)

- ☒ Hold in the current files area _____ month(s) 1 year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 1 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

NOTE: Except for Applications of Non-selected students, which are returned to the submitting school systems.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Billy E. Lorman</i>	12/2/86	<i>Yickie Baker</i>	12/2/86
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	1-14-87
		Secretary of State/Designee	4/2/87
		Attorney General/Designee	1/23/87

CONFERENCE NOTE

2/15/90

Vickie Oakes; RMO; Education

Phone Call

Pete Schinkel, RGS *pac*

RE: "Administrative Subject File," Governor's Honors Program.

NAME CHANGE: Division of Curriculum Services is now Division of General Instruction; Governor's Honors Program is now Gifted Education Program.

RELATED APPLICATION: Gifted Education Program, Div. of General Instruction Robert C. Byrd [Federally funded] Scholarship, "List of Recipients."

Ten, \$1500 scholarships can be awarded in each of the states ten congressional districts; Feds provide the money. Education awards the scholarship, and Georgia Student Finance and Investment Commissions handles the money.

Education is proposing infinite (permanent) retention of the list of recipients; Archives recommended infinite retention for list of Governor's Honors Program Participants (#87-43), and planning to develop new schedule application.

RGS Recommended that #87-43 be amended to include all honors/scholar/scholarship recipient/participant lists kept by Gifted Education Program, and recommended infinite retention. Ms. Oakes accepted the recommendation.

cc: Case file
Schedule #87-43 case file
Agency file
RG reading file

87-14

87-19

87-43

77-448-A

87-29